

UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705-5354

January 12, 2001

In Reply Refer To:
1400-713 (FA-102)P

Director's Office Instruction Memorandum No. OF&A 2001-003
Expires: 09/30/02

To: All OF&A Employees

From: Director, Office of Fire and Aviation

Subject: Equal Employment Opportunity Policy

Program Area: Equal Employment Opportunity

Purpose: This Instruction Memorandum (IM) documents the Equal Employment Opportunity policy of the Director of the Office of Fire and Aviation.

Policy/Action: It is the policy of the Office of Fire and Aviation to provide equal employment opportunity by prohibiting discrimination in employment and program delivery because of race, color, religion, national origin, sex, age, disability, sexual orientation, cultural differences, or non-merit factor. We also promote equal employment opportunity with our continuing affirmative employment program.

Our goal is to establish an environment of equal opportunity with a work force that represents America's diversity at all grade levels, in all job series, and in supervisory and managerial positions. This policy will be pursued in all aspects of recruitment, hiring, development, advancement, supervision, and treatment of employees and applicants

Each manager and supervisor has the responsibility to provide a work environment free from discrimination, to communicate our equal opportunity policy to employees, and to ensure that appropriate actions are taken when discrimination is found. Successful performance in equal employment opportunity will be taken into account in performance appraisals.

Managers and supervisors must be alert to issues which might result in allegations of discrimination. When discrimination is alleged, it is our policy to attempt to resolve the matter in a prompt and equitable manner.

I rely on the cooperation and commitment of every employee to accomplish our equal employment opportunity goals. Above all, we should all strive to implement these goals because it is the right course for maintaining the record of excellence of the Office of Fire and Aviation.

Time Frame: This IM is effective on receipt.

Budget Impact: The application of this policy to other program areas should have a positive impact on the budget by decreasing the cost of processing complaints of discrimination.

Background: Management has determined that employees need to be reminded of this policy on a yearly basis.

Manual/Handbook Sections Affected: No manual or handbook sections are affected.

Coordination: None.

Contact: If you have questions or concern regarding this policy, please contact Debie Chivers, EEO Manager, Office of Fire and Aviation at (208) 387-5454.

/s/Lee F. Englesby
Acting

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